



FIVE STEPS TO PORTFOLIO BUILDING

Step 1: Identify life events

- Points of Interest Along the Way – Life Line Worksheet

Step 2: Reflect: Identify knowledge, skills and gifts

- What do I know, what can I do, what Gifts do I use – My Journey Worksheet
- Using Action Words - Essential Skills

Step 3: Identify evidence of knowledge, skills and gifts

- Types of Evidence list
- My Journey Worksheet

Step 4: Group into competency profiles

- 'I Can' worksheet
- Using Action Words - Essential Skills

Step 5: Put it all together in the portfolio

- Introduction
 - Title Page
 - Table of Contents
 - Personal Statement
- Resume
- Goals/Plans
- Summary of Knowledge, Skills and Gifts
- Evidence